Cash Assessment and Project Design Delegate - International Delegate Register

<table>
<thead>
<tr>
<th>Grade</th>
<th>4</th>
<th>Salary Range</th>
<th>£26,598</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>International</td>
<td>Work location</td>
<td>International</td>
</tr>
<tr>
<td>Contract</td>
<td>To be confirmed depending on deployment</td>
<td>Reports to</td>
<td>To be confirmed depending on deployment</td>
</tr>
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Scale and scope of role

<table>
<thead>
<tr>
<th>Direct reports</th>
<th>To be confirmed depending on deployment</th>
<th>Indirect reports</th>
<th>To be confirmed depending on deployment</th>
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</thead>
<tbody>
<tr>
<td>Budgetary responsibility / accountability</td>
<td>Accountability for other resources</td>
<td></td>
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<tr>
<td>Reach and impact</td>
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Context

The British Red Cross helps millions of people in the UK and around the world to prepare for, respond to and recover from emergencies, disasters and conflicts.

Our volunteers and staff help people in crisis to live independently by providing support at home, mobility aids and transport. We also teach first aid skills.

We are part of the global Red Cross and Red Crescent humanitarian network. We refuse to ignore people in crisis.

The Cash Register is a pool of skilled, experienced individuals or delegates who are available to work overseas on a fixed-term, salaried basis. Individuals on the delegate register are pre-recruited to this broad job description profile to be contacted when a potentially suitable role arises with the aim of facilitating a fast and smooth deployment. Delegates may work directly for British Red Cross programmes overseas or could be seconded to work for the International...
Federation of the Red Cross Red Crescent Societies (IFRC) or the International Committee of the Red Cross (ICRC) in the field when suitable positions arise.

Depending on the deployment and technical area of the role, the responsibilities of this profile may include technical advice, capacity building/training and cash coordination.

Our principles and values

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Directorate overview

The international work of BRC is managed by an International Directorate of more than hundred and fifty people based in the organisation’s UK Office in London and by staff employed overseas supporting BRC funded programmes and partnerships across the Middle East, Asia and African Continents.

Our International Directorate works in partnership with the wider Red Cross Red Crescent family: with some of the 190 National Red Cross and Red Crescent Societies around the globe, the International Federation of the Red Cross and Red Crescent Societies (IFRC) and the International Committee of the Red Cross (ICRC).

The International Directorate achieves its objective of responding to vulnerable people in times of crisis through; preparedness and capacity building of local communities and national societies; emergency response through supporting regional and international response tools to sudden onset, cyclical and slow onset emergencies around the world; we support affected communities to recover after a crisis and we support in finding sustainable local solutions to reduce risks.

Purpose of the role

Overall objectives of the Cash Assessment and Project Design Delegate include:

The Cash Assessment and Project Design Delegate in collaboration with the National Red Cross and other Movement Partners will provide technical oversight and guidance to assess the cash feasibility in the geographic areas of operation and support with response options analysis and programme design for multipurpose grants and/or for sectors that will be employing cash as a response modality to meet sector objectives.

The CAPD Delegate will engage with a range of stakeholders internal and external (local government, communities, other humanitarian actors, donors, etc.) to ensure coordination,
harmonisation and accountability, as well as to support the National Society to improve its capacity in assessment and the design of timeliness, scalable and quality cash responses.

Main responsibilities

- **Cash Feasibility Assessment and Response Options Analysis:**
  1. Support, plan and strengthen the cash feasibility assessment considering the beneficiaries needs, priorities and preferences, the market conditions, the government policies, the available payment mechanisms, the NS organizational capacity, and other relevant key criteria using the RCRC guidance and existing tools and templates for cash feasibility.
  2. Support, and if necessary lead, the market analysis, engaging NS staff in identifying key commodities and markets, collect the market information and consolidate the market findings in order to determine whether the market will be able to respond to the needs, as well as to identify market-based interventions to assist the shock affected population. Promote the use of the RCRC RAM tool and conduct trainings for local staff when relevant.
  3. Support the NS relevant departments (finance, logistics and programmes) to conduct an initial assessment of financial service providers to allow for an initial understanding of the operational context (i.e. coverage, accessibility, costs, legal and data-protection aspects, etc.).
  4. Assess the NS capacity to implement cash in order to identify capacity building activities to be undertaken or external capacity to bring in for implementation.
  5. Ensure that cash assistance is considered for each specific sector intervention. Promote and advise a multi-sectoral approach – multipurpose cash grants - wherever relevant.
  6. Explore the feasibility for joint or common cash platforms either coordinating with other humanitarian actors or the NS/RCRC hosting the platforms. Wherever this is the best option, advocate to adopt this approach.
  7. Support the operational team to conduct a robust response options analysis, based in a series of agreed criteria (i.e. timeliness, beneficiaries’ preferences, value for money, etc.) to compare responses and assistance modalities and identify the most appropriate, effective and efficient modality and transfer mechanism or combination thereof. Ensure key internal and external stakeholders are engaged in the response options analysis.
  8. As part of the feasibility and response options analysis support the NS team to analyse the risks and complete the risk assessment (identify, describe, assess and rank risks) including the measures to mitigate the potential risks. Engage the community in the risk analysis and identification of measures to mitigate security and other potential programmatic risks as well as all relevant departments (i.e. finance).

- **Programme/Project design and set up**
  9. Lead provision of technical support and inputs in the design of the cash assistance component within the programme: oversee and support the development of the plan of
action, including the logical framework (assist on the identification of appropriate objectives, outputs, indicators and activities related to cash) and budget; the Community Engagement and Accountability (CEA) plan, as well as identify and advice on HR needs to ensure a smooth implementation of the cash component.

10. Lead provision of technical support to set up the cash transfer grant amounts and frequency, as well as the targeting criteria and mechanisms.

11. Support the development or adaptation of detailed standard operating procedures (SOPs) with the different NS functions involved (programme, logistics, finance, IT, security etc.) ensure clarifying roles and responsibilities relating to the implementation and monitoring of the cash component for the local staff and volunteers.

12. Outline the MEAL plan for the cash component including CEA and feedback/response mechanisms and market and price monitoring.

13. Support the NS to recruit, manage, deploy national staff or request for international surge capacity for the assessment, planning and implementation work.

- **External and internal coordination and communication**

14. Identify and work with NS counterpart and staff from the outset building joint understanding of cash assistance.

15. Advocate and facilitate awareness raising vis-à-vis of the NS leadership and key staff or local government to ensure a good understanding of the cash assistance specificities, its advantages, potential risks and ways to mitigate them.

16. Work with the NS, the Government and other humanitarian actors in the country to determine the cash transfer value which best meets the project objectives and decide on the frequency of the transfer.

17. Investigate options for cooperation and partnership with RCRC and non-RCRC partners – including the local government-. Explore the potential of a join platform to provide the cash assistance.

18. Coordinate with Movement and non-Movement programme partners. Together with the NS cash focal point, participate in the cash coordination structure when/if established and any other coordination meetings.

19. Ensure frequent and comprehensive sharing of information and findings between sectorial specialists within BRC delegation and UKO.

- **Capacity building and cash preparedness**

20. Identify the initial training needs and provide relevant trainings on cash and markets not limited to programme staff.

21. Provide coaching and on job learning to staff engaged on cash assistance.

22. Identify the systems and tools (M&E, finance, logistics) that need to be adapted, adopted or set up for implementation (database, encashment procedures, reconciliation procedures and formats etc.) for the cash component of the programme
23. Document lessons learnt and share key findings and recommendations within the Movement as well as with external stakeholders.

- **Key Outputs**

Complete an assessment report clearly outlining:

- Needs assessment
- Market assessment
- Government policies
- Beneficiary preferences
- Other cash programmes planned or implemented in country
- NS organisational capacity
- Analysis of payment mechanisms within the country
- Risk analysis
- Response option analysis and recommendation for the most appropriate, effective and efficient modality and transfer mechanism or combination thereof
- Rationale for the transfer value calculation
- Recommendations for beneficiary selection

Outline of the MEAL plan for the cash component.

Train NS staff and volunteers as required and lead on all necessary feasibility assessments for cash assistance, including a market assessment

**Disclosure and Baring Service Check (DBS)**

| England and Wales - Disclosure and Baring Service Check (DBS) |

**Diversity**

We are committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences – including disabled and ethnic minority candidates. This is to contribute to the breadth of experience we need to respond to people in crisis. You can read more about our commitment to diversity on our website.
<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential ✓✓</th>
<th>Requirement</th>
<th>Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)</th>
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<tbody>
<tr>
<td></td>
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<td>&gt; Post graduate level of vocational or technical qualification within a specialist technical or professional field relevant to response or recovery programming including cash and markets</td>
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<td></td>
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<td>&gt; Solid understanding of the international humanitarian sector with a focus on integrated programming, participatory planning, and local institution capacity building, with knowledge of appropriate gender, equity and diversity programming approaches.</td>
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<td>&gt; Knowledge of designing training and outreach strategies and materials.</td>
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<td>&gt; Technical/professional knowledge within the areas of cash and markets with an emphasis on the ability to assess cash feasibility and design cash interventions</td>
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<td>&gt; Understanding of the key issues relating to delivering cash at scale and skills to address them</td>
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<tr>
<td>Desirable</td>
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<td>&gt; Post graduate level of vocational or technical qualification within a specialist technical or professional field relevant to response or recover programming including cash and markets</td>
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<td>&gt; Technical training in disaster preparedness, response and recovery</td>
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<td>&gt; Acquaintance with Federation DM tools (FACT, RDRT, ERU, VCA, PECT and others)</td>
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</table>
| Skills                  | Essential ✓ ✓  | > Proven analytical and programme design skills and the ability to think strategically while under pressure  
|                        |               | > Highly developed analytical and communication skills and ability to assimilate and process information for wide-ranging audiences.  
|                        |               | > Proven skills in operational planning, budgeting and monitoring for an emergency response that included cash assistance  
|                        |               | > Proven skills of managing and coaching teams in multi-faceted projects, including mentoring, coaching, training and building the capacity of national and local staff and volunteers  
|                        |               | > Fluent written and spoken English (mother-tongue standard)  
| Desirable              |               | > Working knowledge of French, Spanish or Arabic desirable  

| Experience             | Essential ✓ ✓  | > Demonstrated experience in assessment which includes needs, market and cash feasibility considerations, as well as programme design with a cash component  
|                        |               | > Experience of successfully implementing and coordinating humanitarian emergency response operations that included cash assistance in at least one context and preferably within the RC/RC Movement  
|                        |               | > Experience with a range of cash transfer delivery mechanisms and working with the private sector  
|                        |               | > Experience with data collection and information management tools  
|                        |               | > Experience in disaster management or response in humanitarian operations  
|                        |               | > Proven capacity building experience with NS or equivalent, delivering trainings and providing on the job training and coaching  
|                        |               | > Experience living and working in challenging and multicultural environments  
| Desirable              |               | > Knowledge and experience of RC/RC National Societies both as host NS and participant NS  
|                        |               | > Knowledge / experience of designing and implementing preparedness for response strategies  
|                        |               | > Experience living and working in challenging and humanitarian environments  

StaffRoleProfileTemplate4
<table>
<thead>
<tr>
<th>Behaviours</th>
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<tbody>
<tr>
<td>&gt; Working in Partnership</td>
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<tr>
<td>&gt; Problem solving</td>
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<tr>
<td>&gt; Leading and engaging</td>
<td></td>
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<tr>
<td>&gt; Developing yourself and others</td>
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<tr>
<td>&gt; Cultural awareness and sensitivity</td>
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<table>
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<tr>
<th>Additional requirements</th>
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<tbody>
<tr>
<td>Essential ✓✓</td>
<td>- Upholds the fundamental principles and acts with integrity, in accordance with the Society’s values (inclusive, compassionate, courageous and dynamic).</td>
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<td></td>
<td>- Ensures inclusive practice and promotes diversity</td>
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<td>Willing to work in situations of political insecurity</td>
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<tr>
<td>Desirable</td>
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In order to be shortlisted for interview, you need to meet the essential criteria as outlined above. N.B. All disabled candidates who meet the essential criteria (✓✓) will be short-listed for interview in line with our commitment to the Disability Confident Scheme.